

1 JUL 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 28 June 1968

1. Survey of Registry Positions in the Clandestine Services: Preliminary discussions have been held by Position Management and Compensation Division representatives with the Clandestine Services Records Management Officer on the conduct of the Clandestine Services Registry survey. Area Division and Clandestine Services staff officers have also been briefed as to the purpose and objectives of the survey. Individual job audits are being conducted.

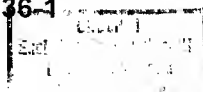
25X1A 2. Job Classification Survey of Office of Special Activities/Office of  
25X1A Special Projects [REDACTED] PMCD representatives visited  
25X1A OSA and OSP facilities [REDACTED] for the purpose of studying certain  
position management problems and for orientation in the components' functions.

25X1A 3. [REDACTED] Lieutenant [REDACTED] United States Navy, returned 25X1A  
to CONUS on SMA 6 June 1968. He is being returned to his parent service at  
his personal request and with the concurrence of his ROIC and the Chief of  
Station, Vietnam. With the loss of this officer, there are now [REDACTED] officers 25X9  
remaining in the program.

4. Co-Op Score Cards:

<u>NPIC:</u>	<u>Co-op</u>	<u>Summer Interns</u>
In Work Status	10	19
In Study Status	17	0
PHS's Received:		
In Process	5	0
Under Consideration	0	0
PHS's Given, Not Rec'd	0	0

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<u>TSD:</u>	<u>Co-ov</u>	<u>Summer Interns</u>
In Work Status	4	-
In Study Status	1	-
PMS's Received:		
In Process	3	-
Under Consideration	0	-
PMS's Given, Not Rec'd	0	-
 <u>OCS:</u>		
In Work Status	10	-
In Study Status	2	-
PMS's Received:		
In Process	0	-
Under Consideration	0	-
PMS's Given, Not Rec'd	0	-
 <u>AREA STUDY SUMMER INTERNS:</u>		
In Work Status	-	13
In Study Status	-	0
PMS's Received:		
In Process	-	0
Under Consideration	-	0
PMS's Given, Not Rec'd	-	0
 <u>COMMO:</u>		
In Work Status	4	-
In Study Status	7	-
In Process	1	-

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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 OD/Pers [REDACTED] 11r (1 Jul 68)

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24 JUN 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 21 June 1968

1. Space for Recruitment: In response to a request from Chief, Recruitment Division, the Office of Logistics (through liaison with GSA Headquarters) has identified twelve more GSA building managers whom our recruiters are to contact to arrange for space in Federal buildings for use in our applicant testing program. Cities in which this Federal space may be forthcoming are: Denver, Colorado; Gainesville, Florida; Indianapolis, Indiana; New Haven, Connecticut; Albany, Buffalo, Rochester, and Syracuse, New York; Madison, Wisconsin; Ann Arbor, Michigan; Providence, Rhode Island; and Honolulu, Hawaii.

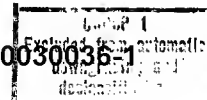
The above listed cities are in addition to the following in which arrange-

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We had also asked for use of Federal space under GSA control in Iowa City, Iowa; Ithaca, New York; Springfield, Massachusetts; and East Lansing, Michigan but have been informed that GSA has no representatives in those cities. We will, therefore, contact the Postmasters at these locations.

Chief, Recruitment Division has instructed the recruiters concerned to meet with the GSA representatives as soon as possible, ascertain whether suitable space is available for Agency use, and report their findings on a priority basis.

2. Military Requirements: Western Hemisphere Division officials have established a requirement for five new guard positions in Miami, Florida.



Mobilization and Military Personnel Division currently has processed two applicants and has the remaining applicants in process to fill this requirement. All five positions are expected to be filled with the individuals on duty in Miami by 8 July 1968.

3. NORAD Invitation for Agency Reservists: Dr. Charles W. Mathews, the Scientific Advisor to Brigadier General W. J. Sherrard, USAF, the Deputy Chief of Staff for Intelligence, has advised us that the North American Air Defense Command at Colorado Springs, Colorado would be willing to accept Agency reservists for two weeks' training assignments. We will follow through on this invitation and make every effort to send a few qualified Agency reservists to NORAD for their active-duty tours.

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5. Large EOD Group: The Entrance-on-Duty group for the week of 24 June (the last this month) totals 38 and will be the largest group to EOD during any week this Fiscal Year. The group includes 16 CTR's who are reporting for the upcoming Communications course.

6. IAG Meeting - Youth Opportunity Campaign: Attached is a report by Mr. [REDACTED] of the IAG meeting held on 20 June 1968.

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

Att.

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1- Approved For Release 2001/08/31 : CIA-RDP78-05941A000100030036-1

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21 JUN 1968

MEMORANDUM FOR: Director of Personnel

SUBJECT : IAG Meeting on 1968 Youth Opportunity Campaign,  
20 June 1968

1. This 20 June meeting was chaired by Mr. Bernard Rosen, Deputy Executive Director. It consisted of an exhortation to the agencies to continue the excellent job they have done in the summer hiring of disadvantaged youth. The Chairman cited national statistics showing that 13,000 out of 21,000 summer employees as of 7 June were selected from the ranks of the disadvantaged. In D.C., 372 out of 1,240 summer employees were disadvantaged youth.

2. Several speakers then described their particular programs:

Mr. Gerald W. Christensen, Executive Director, President's Council on Youth Opportunity: Speaking for the Vice-President, Mr. Christensen said that the Federal agency program is going well. It has shown that assimilation is possible and that the quality of assignment can be raised providing top management attention is given to the problem. Business and industry on the other hand has fallen short of its 200,000 goal. Complaints middle and upper class parents about denial of opportunity to their children should be met head on and a letter will be sent to the agencies shortly suggesting a way to respond to this type of complaint. Mr. Christensen latter modified this statement saying that he was for middle and upper class children also, that the social and economic problem was so acute that ways had to be found to overcome the handicaps suffered by the disadvantaged.

Mr. David R. Baldwin, Assistant Secretary of Administration, Department of Commerce: Mr. Baldwin described the Commerce Department's participation in the STEPS Program (Scientific and Technical Program). They took 42 disadvantaged people selected through the Youth Office USES, taking special care to include average as well as exceptional young people. These people were assigned as technical assistants and laboratory assistants in their libraries and marine science activities in Rockville and Gaithersburg. The summer employees were bussed from the center city using funds provided by the OEO. Their 1967 program was considered a success in as much as 97% of the supervisors requested the individuals back again. From questions received it was apparent that this program


has been made known only to high schools in the ghetto areas.

Mr. George Robinson, Deputy Administration Secretary, Department of Interior: Mr. Robinson described their program by which 51 people were given a three-day (Saturdays) indoctrination in library science and then spread among agency libraries around town. They hired a graduate student from Catholic University to develop the course and to give it. Her efforts were supplemented by those of the library staffs from the various agencies and the effort was considered to be a success. No special consideration was given to the students and they went to class from 8:30 till 5:00. One lesson learned was that a question box was advisable since the students were unable or unwilling to articulate their questions before the others.

Mr. Harold B. Finger, Associate Administrator for Organization and Management, NASA: Mr. Finger described the Cleveland experiment by which they ended the stalling of 50 million dollars worth of construction jobs in the Cleveland area due to contractor inability to meet Federal fair employment standards. 100 young underprivileged males were selected through the Urban League and the personnel office of Ohio State. The Corp of Engineers set up a tent camp where the selectees were given three weeks of intensive training in test taking, interviewing, and the rudiments of a building trade. Instruction was given by NASA Staff. As a result, the individuals were able to pass apprentice tests established by the labor unions, and the logjam of federal construction ended in the Cleveland area.

3. In closing the meeting, Mr. Rosen mentioned that there had been no impairment of Federal services during Solidarity Day. The emergency arrangements which the Commission had set up for such contingencies as staffing, early dismissal, and the like proved unnecessary. Mr. Rosen also mentioned that the second season of the Federal Personnel Intern Program was now full with all 48 spaces taken by 16 different agencies.

4. There was no opportunity or necessity for your representative to say anything, nor was there any record kept of attendees.

  
Chief, Plans Division  
Office of Personnel

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17 JUN 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 14 June 1968

1. Allowances: The Civil Service Commission has completed its annual review of the cost-of-living allowances and post differentials paid government employees in non-foreign areas.

As a result of the current review, the Commission has determined that no change will be made in the present allowance rates. The present rates are as follows:

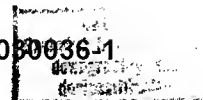
<u>Location</u>	<u>Allowance Rate</u>
Alaska	25 percent of base pay
Hawaii	15 " " " "
Puerto Rico	5 " " " "
Virgin Islands	5 " " " "

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by the end of December 1968; and 5 persons will remain until the end of January 1969.

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Our special manning office at [REDACTED] has indicated that all personnel relocated as a result of this phase-out, and those who are due for an overseas assignment, will be sent to an accompanied tour insofar as possible.

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The records of both the officers and airmen are currently being reviewed at the Pentagon for possible utilization at other special activities. Those persons not identified for a special project will be reported to USAFMPC for reassignment.

3. Cooperative Education: Mr. [REDACTED] will visit Georgia Tech on 12 July 1968 to discuss Cooperative Education arrangements in the aerospace field.

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4. Consultant Program - Renewals: We plan on sending during the week of 24 June, a contract renewal "package" to each consultant approved for consultant status during Fiscal Year 1969. This package will contain appointment documents or a contract, a statement of employment and financial interest (SEFI), extracts from applicable conflict of interest laws and a covering letter.

As soon as the papers are returned, we will forward the SEFI to the General Counsel for conflict of interest review.

5. Special Conference - Career Training Programs: The Director of Personnel and the Deputy Director of Personnel for Recruitment and Placement attended a two-day conference at Fredericksburg, Virginia sponsored by the Interagency Advisory Group on the Administration of Career Training Programs. The various Federal agencies each has its own program of career training and, as a consequence, a fair amount of the discussion was necessarily structured in terms of the individual speaker's own experience. There were, however, certain basic concepts agreed on--the most important for all, including CIA,



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is the early providing of meaningful, challenging assignments. Running a close second was avoidance of over-recruiting in terms of quality: there are but so many positions of top challenge in any organization. Some thoughts provoked by the conference have promoted the initiation of a study within the Office of Personnel of what we see of the Agency's career training program (use of lower case letters intentional).

6. Conference - Handicapped: On 11 June Mr. [REDACTED], Chief, 25X1A  
Placement Division, and Dr. [REDACTED] of the Office of Medical Services 25X1A  
attended the 1968 Conference on Federal Employment of the Handicapped.

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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OD/Pers/[REDACTED]lr (17 June 68)

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10 JUN 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 7 June 1968

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1. Returnees: [REDACTED] U. S. Army, returned

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from Vietnam on SMA leave and submitted his resignation from the U. S. Army due to compassionate reasons. His resignation has been approved by the Department of the Army. [REDACTED] is being assigned to the military installation nearest to his home address for separation processing.

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[REDACTED] U. S. Army, returned from Vietnam on emergency leave and submitted a request for transfer from Vietnam to Continental United States due to compassionate reasons. Request was forwarded to Department of the Army on 5 June 1968. Mobilization and Military Personnel Division has received information from Military Intelligence Branch, Department of the Army, that his request will be favorably considered. The Chief of Station, Saigon concurred in this request.

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[REDACTED] U. S. Army, is being returned to the United States from Vietnam at the request of Chief of Station, Saigon because of poor performance. He will return to his parent service.

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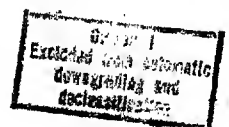
With the loss of the above three (3) officers, there are now [REDACTED] officers remaining in the program.

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2. Wage Changes: Revisions and amendments to Foreign Local and Foreign National Professional Wage Scales were developed and issued for the [REDACTED]

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**SECRET**3. Co-op Score Card:

<u>NPIC:</u>	<u>Co-op</u>	<u>Summer Interns</u>
In Work Status	8	0
In Study Status	17	3
PIE's Received:		
In Process	6	17
Under Consideration	1	0
PIE's Given, Not Rec'd	0	0

TSD:

In Work Status	4	-
In Study Status	1	-
PIE's Received:		
In Process	4	-
Under Consideration	0	-
PIE's Given, Not Rec'd	0	-

OCS:

In Work Status	11	-
In Study Status	2	-
PIE's Received:		
In Process	0	-
Under Consideration	0	-
PIE's Given, Not Rec'd	0	-

AREA STUDY SUMMER INTERNS:

In Work Status	-	4
In Study Status	-	1
PIE's Received:		
In Process	-	10
Under Consideration	-	0
PIE's Given, Not Rec'd	-	0

COMMO:

In Work Status	4	-
In Study Status	7	-
In Process	1	-

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4. Orientation Schedule for Summer Interns: Listed below is the orientation schedule for 1968 Directorate of Intelligence Summer Interns.

Tuesday, 18 June 1968, 2:30 p.m., 5E-62 Hqs.

Welcome by Robert S. Wattles, Director of Personnel  
Administrative Briefing

Wednesday, 19 June 1968, 10:00 a.m., 7E-44 Hqs.

The Directorate of Intelligence and the Intelligence  
Community, R. J. Smith, Deputy Director of  
Intelligence  
The Current World Situation, [REDACTED]  
Office of Current Intelligence

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/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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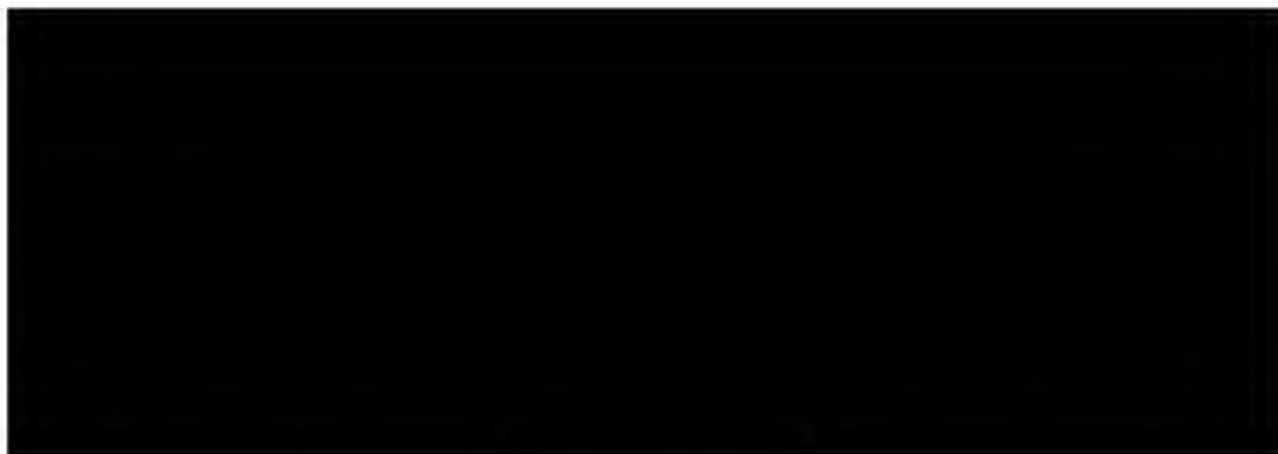
8 JUN 1968

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 31 May 1968

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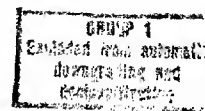


2. Reserve Affairs: Mr. [REDACTED] and First Sergeant Donald

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[REDACTED] visited the U. S. Army Records Center, St. Louis, Missouri and the U. S. Marine Corps Records Center, Kansas City, Missouri on 22 and 23 May 1968 to work out administrative procedures on handling Reservists assigned to the Agency units when they are serving outside Continental United States. The visit was highly successful at both installations, and the operating officials promised to assist us concerning any Reserve problems that arise. This was the first visit to the U. S. Marine Corps Records Center by a representative of the Mobilization and Military Personnel Division.

3. Inactive Duty Reserve Training: The last formal scheduled meeting of the Agency's Reserve units for this training year was held on 20 May 1968. Three (3) make-up sessions are being held for those Reservists who were unable to attend the regular meetings.



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4. Office of Special Activities Project: As a follow-up to last week's Activity Report regarding the phase-out [REDACTED] Operation, OSA 25X1A Project, the following developments have or will occur:

All nominees who were in process for this location have been placed in temporary freeze status by Headquarters, U. S. Air Force, pending a determination of their possible use at other locations.

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Representatives from Headquarters, U. S. Air Force, and the [REDACTED] Operation are scheduled to be in [REDACTED] 25X1A on 3 June 1968 to discuss the relocation and future assignments of personnel at the site. The tentative date established for complete shut down and reassignment of all personnel is 1 September 1968.

5. New Involuntary Disability Retirement Procedures: The Civil Service Commission has issued its regulation and accompanying Federal Personnel Manual Letter (FPM) on procedures to be followed when an Agency initiates an involuntary disability retirement case. We had reviewed these procedures when they were in a draft stage. At our request, the Civil Service Commission agreed to insert some language which would protect the Agency's classified information that might need to be disclosed because of the new procedures. We have examined the published material and the language which we had earlier suggested is there. In effect, the FPM Letter and regulations provide that nothing now required changes the basic requirements needed to comply with the various memos, Executive Orders, and regulations

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intended to protect information involving the national security. With this protective language, the Agency should be able to process an involuntary disability retirement application with due regard and protection for classified information that might be associated with the case.

Action is being taken to develop internal Agency procedures to comply, insofar as practicable, with the new Civil Service Commission procedural requirements.

6. Pilot Study - Non-Staff Personnel: As a follow-up to last week's report, a further meeting was held concerning the possibility that the Office of Personnel would assume responsibility for personnel accounting for certain types of contract personnel. Problems concerned with computer input on test cases involved in a pilot study were reviewed. The use of the computer was determined to be feasible with varying degrees of complexity dependent on contract categories included and programming time requirements.

Efforts will be made to determine reporting requirements for this group of personnel while the representatives of the Office of Computer Services determine programming time under each of the following population conditions:

- a. Contract Employees A & B and Career Agents using present programs for Staff Personnel.
- b. Contract Employees A & B, Career Agents and Certain Independent Contractors using present programs for Staff Personnel.
- c. A new parallel system capable of handling all non-staff personnel.

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7. Civil Service Commission Liaison: Inquiry and personal contact has been made with Messrs. Holm and Wolk of the Civil Service Commission to determine their capabilities to assist in the out-placement of BALPA returnees if this becomes necessary.

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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